

Tennessee Tech University

Checklist for Administrative Personnel Appointment

Step 1

Approval to Advertise and Fill Position. A request to advertise and fill a particular position should be initiated in the department where the vacancy exists. Approval Flow: Director/Department Chair, Dean/Administrative Officer, VP, HR (initial review), Affirmative Action, HR (final review/posting). Request should be initiated on <https://jobs.tntech.edu/hr>. Needed information: Position Title, department, index number, position number, type of position (full-time, part-time, etc), essential functions, qualifications (minimum required and preferred), pay grade, required applicant documents (cover letter, resume, transcripts, etc), advertising plan detailing how the position will be advertised including circulation and distribution, and search committee members if applicable. An abbreviated newspaper ad version of the position must be electronically uploaded to the system. All administrative positions must be advertised for a minimum of 30 calendar days.

Step 2

Search Committee. A search committee shall assist in the search for all EEO-1 & 2 Executive and Faculty positions (optional for EEO-3, Administrative Professional). The appropriate administrative or academic officer, after the consultation with the constituency involved, shall appoint a representative search committee. In all cases, it is desirable that the committee have both female and minority representation. Names of committee members, their department, and title must be input into the online system. Search committee chairperson must be designated.

Step 3

Pool and Interview Approval. After the screening date, the search committee will evaluate the applicants and choose those they wish to interview, and note why other candidates were not chosen for interview. This information is input into *jobs@TTU*, by changing the applicant's status to Selected for Interview. The matrix and all ad copy (actual ad that ran with the name of the publication and the dates the ad ran) must be electronically uploaded to the position on *jobs@TTU* under Supplemental Documentation in the appropriately designated space. The hiring department must then submit a request for pool and interview approval via email to the Dean/Administrative Officer and the Affirmative Action officer. This approval process requires that the evaluation matrix and any justification for the choice of interviewees be included. See *Employment Procedures for a sample email*. Approvals to begin interviews will be sent via email from the Affirmative Action Officer or their designee. The department will notify, schedule, and perform interviews.

Step 4

Permission to Hire. Once interviews have been conducted and a candidate has been recommended for hire by the search committee, a completed PAF (Personnel Action Form) should be submitted to the Human Resources Director, via the Affirmative Action Officer, Department Chair, and Dean/Administrative Officer. Any other documentation involved in the search must be electronically uploaded to the posting on *jobs@TTU* website.

Step 5

Making an Offer. No commitment can be made, nor can any position be offered to a candidate until all approvals have been granted. Once approvals have been granted and the position can be officially offered, a representative from the Human Resources office will notify the department by email. Official transcripts for the highest degree earned are required for all administrative positions.

Step 6

Notification of Applicants. A representative from the Human Resources office will notify all applicants via email that the position has been filled after successful completion of the background investigation.